

**MEETING
INFORMATION****MINUTES ▪ JULY 19, 2018*****Location***

Manatee A & B Conf. Rm.
6th Floor, City Hall
400 South Orange
Avenue

Time

2:00 p.m.

Board Members Present:

John Paul Weesner, Vice
Chair

Mike Mulhall

Jeff Arms

Margaret Brock

Patrick Panza

Absent:

Fulvio Romano, Chair

Daniel Gordon

OPENING SESSION

- Vice Chair John Paul Weesner called the meeting to order at 2:00 p.m
- Vice Chair John Paul Weesner conducted the Roll Call and determination of a quorum was confirmed.
- Vice Chair John Paul Weesner read the Welcome, General Rules of Order and the Appeals process.

NEW BUSINESS:**MINUTES**

- Patrick Panza moved to approve the June 21, 2018 ARB Meeting Minutes with the condition that the Vice Chair be noted as adjourning the meeting. The motion was seconded by Margaret Brock. The motion carried 5-0.

PUBLIC COMMENT: None.**CONSENT AGENDA: NONE.****REGULAR AGENDA****1. 619 E. Pine St – The Olive Townhouses**

Owner/Applicant:	Michael Wenrich
Location:	619 E. Pine St.
District:	5
Project Planner:	Doug Metzger

ARB2018-10019

Request for a Major Certificate of Appearance Approval for the re-approval of The Olive 6-unit townhouse project.

Recommended Action: ARB Staff has reviewed the Applicant's submittal documents and recommends approval of The Olive Townhouse project with the following conditions:

1. Streetscape

A. Streetscape Design Guidelines

- i. All streetscape design and construction is required to comply with the design and construction requirements of the Downtown Orlando Streetscape Design Guidelines [DSDG] as they may be amended from time-to-time and the additional conditions in this staff report.
- ii. City Services Easement—A city services easement must be provided by the applicant for any portion of the streetscape zone that is outside of the right-of-way.

B. General Streetscape Requirements:

- i. Treatment — All streetscape shall be designed and constructed consistent with the requirements of Treatment 5 in the Downtown Streetscape Design Guidelines with a minimum 7.5-foot parkway strip and a minimum 5.5-foot wide concrete sidewalk.
- ii. Pedestrian Crossing—The pedestrian crossing at the driveway cut must be level and at the same grade as the sidewalk is adjacent to the driveway. The concrete sidewalk must be continuous through the driveway crossing in order to emphasize the pedestrian zone.
- iii. Street Trees – The existing oaks in the E. Pine Street right-of-way must be preserved. The trees shall also be protected, per Code, during the construction process to ensure their continued vitality.
- iv. Hand Hold and Junction Boxes—All at-grade hand hold and junction boxes in the streetscape zone must be vehicle rated boxes and lids, painted per the downtown streetscape standards if needed.
- v. Pedestrian Clear Zone — In no instance should vertical structures or obstructions be placed in the required pedestrian clear zones [sidewalks].
- vi. Overhead Utility Lines—All overhead power lines along the project frontage should be undergrounded as part of the development of the subject site.
- vii. ARB Final Review—Final streetscape plans shall be submitted to ARB Staff Review prior to submittal for building permits.

C. Tree Preservation/Mitigation

- i. Preservation — There are several mature specimen trees remaining on the site, especially around the project edges. The applicant should attempt to preserve some of those trees. ARB Staff encourages the applicant to use their best efforts to preserve as many of the mature trees as feasible. Each preserved tree will enhance the value and aesthetic vitality of the project area.
- ii. Tree Removal/Mitigation— A tree removal permit is required to remove trees. As part of the tree removal permit process the applicant must work with the city arborist to evaluate the viability of the existing on-site trees and whether or not any mitigation will be required for the removal of significant trees.

2. Architecture

A. Design Intent

- i. ARB Staff supports the architectural direction and theme of the South Lake Eola Neighborhood townhome project.
- ii. Final architectural plans, elevations, materials and finishes must be reviewed by ARB Staff Review prior to submittal for building permits.

B. Duplex—The Duplex unit that faces E. Central Avenue is exempt from ARB review, however it will continue to be reviewed by staff for compliance with the City's Land Development Code.

C. General Architectural Conditions

- i. Windows—The windows on all facades shall be recessed 1 to 3 inches from the façade in order to provide texture and shadow lines on the building elevations.
- ii. Perimeter Fence or Walls — A six-foot tall decorative wall or fence may be installed along the side property lines. The perimeter fencing be welded wire, aluminum picket, PVC or a masonry wall. Chain link fencing is prohibited. ARB Staff recommends that any perimeter PVC fencing be a color other than white.

D. Specific Architectural Conditions

- i. The Olive Sign—The proposed "The Olive" sign is approved and must be non-illuminated channel letters or metal cut-out letters. A sign permit will be required prior to installation.
- ii. Garage Doors—All garage doors must include a bay of "lights" or widows.

E. Transparency

- i. Transparency Requirement — A minimum of 15% transparency must be provided on all floors facing the street.
- ii. Light Transmittance — All glass at the ground level must be clear. Minimum light transmittance shall be 80%. High performance or low-e glass may be considered as an alternative with a minimum transmittance of 60%.

- iii. No windows at the ground floor level should be dry-walled, or have permanent partitions installed on the interior, to block natural surveillance.
- iv. Tinted, reflective, or spandrel glass does not count towards meeting the transparency requirements.

3. **Lighting Plan** — A lighting plan that complies with the City's lighting regulations [Chapter 63 2M.] including photometrics and all proposed exterior lighting fixtures must be submitted for ARB Staff Review and approval prior to issuance of building permits.

4. Mechanical Equipment

- A. Venting & Exhaust—All venting and exhaust must be directed to the roof, or the rear, of each building. All exterior vents and grill work must be painted to match the adjacent building color.
- B. Transformer— If needed, transformers should not be located between the building and the street. Transformer areas must be screened on three sides with landscaping and/or decorative, opaque fencing, up to 6-feet in height. Landscaping must be a minimum of 36-inches tall at the time of planting.
- C. Mechanical Equipment—All ground mounted and rooftop mechanical equipment must meet the screening requirements of the Land Development Code. Rooftop equipment must be screened to the height of the equipment. The equipment must not be visible from the street or adjacent properties. Mechanical equipment such as HVAC equipment must not be located between the building and the street.
- D. Backflow Preventer—Backflow preventer[s] must be located so as not to be directly visible, and as far away as possible, from the right-of-way. Backflow preventers should be screened from view with landscaping where necessary. They must be clearly identified on the final utilities plan.
- E. Final Elevations—The location and configuration of all exterior venting and mechanical equipment shall be included on the final building elevations and site plan. Those plans shall be submitted for ARB Staff Review prior to submittal of building permits.

PUBLIC COMMENT:

- Mr. Seymour Benson expressed his concerns regarding the project's water runoff and flooding on to his property.
- Ms. Nancy Whited expressed her concerns regarding light pollution impeding on to her property.

A Board discussion ensued regarding the setbacks, and landscaping of the property.

Mike Mulhall made a motion to defer the project until the Architectural Board members are present for their input. The motion was not seconded; the motion failed.

Mike Mulhall made a motion to approve with staff conditions and the additional condition that the streetscape plan be consistent with what is established in the South Eola plan and the signage be removed. The motion was seconded by Jeff Arms. The motion carried 5-0.

2. 200 E. Robinson St. – Eola Park Centre Site Renovation

Owner/Applicant:	Chris Dougherty
Location:	200 E. Robinson St.
District:	5
Project Planner:	Doug Metzger

ARB2018-10021

Request for a Major Certificate of Appearance Approval for the renovation of the office building site including regrading and reconfiguring the parking lot, new landscape, signage, street walls, and new site amenities including plaza space, pavilions, recreation facilities, and a new street wall along the parking garage site.

Recommended Action: ARB Staff has reviewed the proposed Eola Park Centre site renovation plans at 200 E. Robinson Street, and recommends approval with the following conditions:

1. Consistency with ARB Approval—Building permit documents must be consistent with the ARB approved designs and specifications. Any modifications to the approved ARB design and specifications may require additional ARB staff review. Significant changes may require a Major ARB Review.
2. Driveway Cuts— Vertical curb with a gutter pan that matches the existing Robinson St. curb and gutter must be installed in areas where driveway cuts are being removed.
3. Lighting—Lighting must to comply with all applicable City codes and lighting permit drawings must be consistent with the specifications in this application. A photometric plan must be included with all building permit documents.
4. Signage—The signage proposed in this application is approved for general design and location. However, a Master Sign Plan [MSP] for the property, including both low-rise and high-rise signage must be submitted for a separate ARB Minor Review prior to submittal of sign permits. The MSP shall clearly identify where signage will be allocated throughout the site. The MSP must specify the type, style, location, and dimensions of all proposed signage. The MSP must also include a spread sheet that identifies all the signs and their sizes, the total allowable sign area for the site and the total sign area allocated. It should be noted that this property is outside the Downtown Special Sign District and therefore, because of the existing high-rise signs the total allowable low-rise sign area is reduced by 50%.
5. Permits—ARB approval does not grant permission to construct and install. All required building, engineering and sign permits must be obtained prior to commencement of construction or installation activity. ARB staff will review permit applications for consistency with this ARB approval.

A Board discussion ensued regarding the configuration of the project.

Jeff Arms moved to approve the project with staff comments with an additional condition that the applicant incorporate a 13 ft. streetscape consisting of treewells and landscaping to match the streetscape along Rosalind.

The motion was seconded by Margaret Brock the motion carried 4-0 with John Paul Weesner Abstaining.

3. 107 Hillcrest St. – Colonial & Magnolia Retail and Self-Storage

Owner/Applicant: Adam Mikkelson
 Location: 107 Hillcrest St.
 District: 5
 Project Planner: Doug Metzger

ARB2017-10020 Request for a Major Certificate of Appearance Approval for a new 3-story building with 10,980 s.f. of retail, 2,909 s.f. of restaurant and parking on the ground floor plus 97,047 s.f. of personal storage on floors 2 and 3

Recommended Action: ARB Staff has reviewed the proposed Colonial & Magnolia Retail and Self Storage project at 107 Hillcrest St. and is recommending approval with the following conditions:

1. Streetscape
 - a. Design Guidelines - All streetscape must be designed and constructed in accordance with the standards and specifications of the Downtown Orlando Streetscape Guidelines.

- b. Maintenance – The property owner must provide a City Services Easement for any portion of the required streetscape zone outside of the right-of-way in order to allow City maintenance of those portions of the streetscape zone outside of the right-of-way.
- c. Minimum Width - At a minimum the streetscape on E. Colonial Drive and N. Magnolia Avenue must be 15-feet from back-of-curb and shall provide a 5-foot Streetscape Furniture and Street Tree Zone [furniture zone] combined with an unencumbered 10-foot Pedestrian Clear Zone [sidewalk]. The streetscape zone on Hillcrest must be a minimum 13-feet wide with a 7-foot wide parkway strip and a 6-foot sidewalk.
- d. Treatment 4 – The streetscape treatment on Colonial and Magnolia must match Treatment 4 of the streetscape design guidelines. This includes, double-acorn street lights, large 5'x10' tree wells with high-rise live oak street trees, and a 5'x5' sidewalk grid with a 2" troweled edge and a medium broom finish.
- e. Treatment 5 – The streetscape treatment on Hillcrest will be Treatment 5 and include single acorn streetlights and high-rise live oak trees in the parkway strip.
- f. Curbing - Unless otherwise approved through a future SPMP Master Plan or ARB Major Review all streets must have Type "A", vertical curb with gutter.
- g. Structural Soil - To minimize root damage to adjacent pavement areas structural soil or a Planning Official approved equivalent shall be installed around all canopy street trees consistent with Detail 3.4-O and 3.4-P of the Downtown Streetscape Guidelines.
- h. Root Barriers - Where a canopy tree is installed within 10 feet of any existing or proposed underground utility line, a root barrier 2' in height and at least 10' in length shall be installed along the underground utility or the utility may be wrapped in the root barrier.
- i. Crosswalks – The 15-foot minimum streetscape zone from back of curb shall be the priority in all instances. Crosswalks at driveways and curb cuts shall be raised to be at the same grade as the sidewalk adjacent to the driveway in order to clearly define the pedestrian area. The driveway slope transition from street grade to the sidewalk grade shall occur in the streetscape furniture zone. The crosswalk surface shall be treated with the same streetscape treatment materials as the sidewalk surface, or a contrasting material color or texture from the vehicular use area. Reflective paint alone is not acceptable, however may be used in conjunction with pavers or other surface to outline the pedestrian path for night time safety. Refer to Detail 3.2K of the streetscape guidelines for more information.
- j. Sidewalk Café / Outdoor Dining - Outdoor dining areas that utilize street right-of-way will require a Sidewalk Café Permit [SWC Permit]. All outdoor dining areas, whether in or out of the right-of-way will require an ARB Minor Certificate of Appearance Approval for layout, furniture, signage and stanchions prior to opening for business.
- k. St. Augustine Turf – The use of St. Augustine sod in planting areas inside the right-of-way is discouraged because of the turf's high water needs. Alternative turfs such as Argentinean Bahia, Zoisa or groundcovers are encouraged.
- l. Irrigation - The irrigation plan for the project must be designed for water efficiency and shall incorporate at least one of the following; 1) low-volume drip systems and emitters; 2) weather-based evapotranspiration (ET) controller; or 3) at least one soil-moisture sensor. Spray heads must have pressure-compensating features. Impact sprinklers shall not be used.

2. Service Areas, Mechanical Equipment, Utilities, Venting

- a. Service Area/Utilities - All utilities, trash disposal pick-up, and other maintenance facilities should be located on the interior of the parking garage or building, and not visible to the pedestrian sidewalks or streetscape zones to the fullest extent possible.
- b. Mechanical Equipment - All ground and roof mounted mechanical equipment shall be screened and meet the conditions of the LDC including transformers, traffic signal control boxes, and other above ground utility structures. Rooftop equipment must be screened to the height of the mechanical equipment.
- c. Telecommunications Equipment Screening - Buildings should be designed to accommodate placement of telecommunications equipment (including any communications equipment required by the Police Department). It is recommended that screening areas be built into rooftop areas so that the placement and screening of the equipment does not become an afterthought.
- d. Streetscape Obstruction - In no instance should any above grade transformer, utility box, traffic signal control box, or backflow preventer be located in the streetscape zone. These items should be located inside accessible rooms, recesses and spaces integrated into the architecture of the building.
- e. Venting & Exhaust - All restaurant venting and restaurant exhaust must be directed to the roof of the building, must not be visible from the public right-of-way. Exhaust is not permitted on any street facing façade of the building. All other venting for mechanical and utilities shall be a minimum of 12 ft. above grade, must be designed and integrated with the building so as to be seamless with the overall architecture of the building and must not vent over primary pedestrian areas.
- f. Backflow Preventer - backflow preventer/s [BFP] must be located on the interior of the parking and service areas and should not be visible from the right-of-way.
- g. Dumpsters - All dumpsters and trash compactors must be integral to building design and screened with solid walls to match the principal structure. Decorative gates must be installed that coordinate with the principal structure and must be painted to match or compliment the primary structure.

- h. Fencing - Any fencing on the site shall be an open, CPTED-approved fence, such as welded wire, architectural mesh or aluminum picket fencing. Chain link fencing is prohibited (except for construction fencing).

3. Architecture

- a. Architecture—The architectural design and detailing of the building is approved as illustrated in this staff report.
- b. Building Colors and Materials— Final building colors and materials must be approved by ARB staff prior to issuance of building permits for vertical construction.
- c. Buffer Wall—A 6-foot masonry wall should be installed along the eastern property line to screen views into the ground floor vehicular use area, parking area, dumpster/compactor and drive-thru areas unless screened by an adjacent structure.
- d. Principal Entrances -- All buildings must have at least one entrance oriented toward a public street. Principal pedestrian entrances from the right-of-way must be architecturally treated and emphasized with canopies, awnings, hardscape, landscape or other material changes at the ground level.
- e. Building Entrances—building entrances should be recessed if the entry door opens directly into the required streetscape zone.
- f. Transparency – The ground floor building walls of all structures facing a right-of-way shall contain a minimum of 15% of transparent materials, located between 3 and 7 feet measured from ground level. All other floors must also have 15% transparency. Reflective glass and glass block are not counted as transparent materials. Transparent materials on walls not parallel to the street and on doors shall not be counted toward the minimum transparency requirement.
- g. Glazing - All glass at the ground level shall be clear. Minimum light transmittance shall be 80%. High performance or low-e glass may be considered as an alternative with a minimum transmittance of 60%. No windows shall be dry-walled, or have permanent partitions installed on the interior to block natural surveillance. Tinted or reflective glass shall not be permitted. Spandrel glass shall not be counted toward transparency.
- h. Exterior Doors – At a minimum a 4-inch by 6-inch view panel shall be provided in all exterior solid doors to provide visibility for entering and exiting pedestrians.
- i. Stormwater Run-off - Water shall not sheet flow across the streetscape or plaza areas from any downspout, nor shall any downspout project into the public ROW. Canopies must incorporate downspouts or other rain water management systems to prevent water spill onto the pedestrian path or ROW. Exposed rooftop overflow spouts must incorporate a trench drain from the spout to the street so rooftop overflow does not sheet flow across sidewalks or streetscape zones.

4. Parking Area

- a. Cladding - Cladding should be provided that reflects the fenestration pattern, finish materials and colors of the building.
- b. Parking Area Openings – Parking area openings should incorporate materials, mullion patterns and/or architectural accents that mimic and complement architecture of the building. The ground floor areas of the parking garage that do not have an active use should have a minimum 36" tall opaque wall to block headlights and views of vehicles.
- c. Ground Floor Entries - Ground floor entrances may have gates with open grate gates and should provide connections from the pedestrian entries to the public sidewalks.
- d. Pedestrian Connections – a minimum 5'-wide pedestrian connection to the public sidewalk must be provided at all vehicle entries and exits into the parking area.
- e. Parking Area Lighting - Interior fixtures must be shielded to prevent excessive light spilling into the streetscape zone from the parking area. Wattage must not exceed 400 watts per bulb.

5. Lighting

- a. Lighting Standards – A lighting plan compliant with the City's lighting regulations [Chapter 63 2M.] including photometrics and all exterior lighting fixtures must be submitted with building permits.
- b. Security Lighting - Security lighting must not be substituted for parking or pedestrian area lighting fixtures. Security lighting is restricted to lighting service, storage areas, loading areas and other similar uses. Security lighting shall not extend beyond the fascia or roofline of any building.
- c. Light Shields - Shields for security lighting must be similar in color with the surface to which the fixture is attached.
- d. Service Areas - Lighting under awnings, canopies, and porte-cocheres should be recessed. If not recessed, the box type or other lighting fixture must be opaque on all sides (no light shall emanate from any side of the fixture).
- e. Pedestrian Areas - Lighting fixtures shall be decorative in appearance, style and finish and must not exceed 15' in height.

6. Master Sign Program

- a. Master Sign Plan [MSP] - Prior to issuance of the first Certificate of Occupancy a Master Sign Plan for the project must receive a Major Certificate of Appearance Approval from the Appearance Review Board.
- b. Sign Program Guidelines - The Master Sign Plan must establish a uniform sign format or program for the project and include individual sign area, design criteria, sign type, plus the location for all exterior signs and a total sign area allocation for the project.
- c. Amendments - The Master Sign Plan may be amended as needed from time-to-time thru an ARB Minor Review.
- d. Sign Permit – A sign permit including a Management Control Letter will be required for all signs prior to sign installation.

A Board discussion ensued regarding the streetscape treatments and placement of the wheelchair access ramp to the property.

Jeff Arms moved to approve the project with staff comments with the additional conditions that the applicant pursue bulb outs at the driveway at Colonial Drive and Hillcrest Avenue if deemed feasible by the City's Transportation department, include bike racks within the streetscape area along colonial to ensure visibility, simplification of the columns subject to staff review. If bulb outs cannot be done on Hillcrest Avenue, the applicant should maintain a ribbon curbing similar to the current. The motion was seconded by Patrick Panza. The motion carried 5-0.

Mike Mulhall made an amendment for the applicant to reduce the number of signage on the building façade. Jeff Arms accepted Mr. Mulhalls amendment. The motion was seconded by Patrick Panza.

OTHER BUSINESS

A. ARB Minor Reviews completed since the March ARB Meeting:

B. Creative Village Development Review Committee Projects for Approval:

1. No cases for the May CVDRC, the monthly meeting was cancelled.

OLD BUSINESS: None

DATE OF NEXT MEETING

THE NEXT MEETING OF THE APPEARANCE REVIEW BOARD WILL BE THURSDAY, AUGUST 16, 2018 AT 2:00 PM.

ADJOURNMENT

There being no further business to come before the Appearance Review Board, Vice Chair John Paul Weesner adjourned the meeting at approximately 3:48 p.m.

STAFF PRESENT

Walter Hawkins, Director of Urban Development
Doug Metzger, City Planning
Ashley Edwards, Board Secretary
Sarah Taitt, Assistant City Attorney II
Terrence Miller, Planner II
Michaelle Petion, Planner III



Walter Hawkins, Executive Secretary



Ashley Edwards, Recording Secretary